

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ATTORNEY GENERAL INVESTIGATOR

JOB DESCRIPTION

Employees in this job function as attorney general investigators performing investigative assignments in an area of the state. The employee, as a trained law enforcement officer, certified through the Michigan Commission on Law Enforcement Standards (MCOLES), investigates alleged criminal violations involving state and federal laws, rules, and regulations.

There are four classifications in this job.

Position Code Title – Attorney General Investigator-E

Attorney General Investigator 9

This is the entry level. The employee works in a learning capacity performing a range of attorney general investigator assignments under close supervision.

Attorney General Investigator 10

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of attorney general investigator assignments.

Attorney General Investigator E11

This is the experienced level. The employee performs the full range of attorney general investigator assignments, using considerable independent judgment in making decisions requiring the interpretation of guidelines in specific situations without consulting supervision.

Position Code Title – Attorney General Investigator-A

Attorney General Investigator 12

This is the advanced level. The employee functions as a senior worker responsible for the most complex and sensitive attorney general investigator assignments. Senior-level employees perform complex assignments beyond those expected at the experienced level, which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

position are included, nor is it expected that all positions will be assigned every duty.

Interviews witnesses, obtains statements, and interrogates suspects in criminal and/or civil investigations.

Uses various sources of information to conduct investigative work assignments.

Conducts surveillance activities; operates and monitors a variety of devices used in surveillance of suspects, such as cameras, tape recorders, audio-visual equipment, etc.

Drafts and obtains search warrants authorizing the search of persons and/or property; executes warrants to obtain evidence for possible prosecution.

Testifies before various courts, grand juries, and administrative bodies.

Participates in investigations with other state, federal and local law enforcement agencies, and other interested parties.

Recommends cases to be investigated through undercover operations; participates in undercover operations as necessary.

Assists in the compilation of statistics and computer reports regarding work activities.

Files court documents and serves subpoenas and other legal papers for administrative, civil, and criminal proceedings.

Collects and evaluates evidence in criminal and/or civil proceedings.

Conducts research and prepares reports or correspondence as needed.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Attorney General Investigator 12

Performs the most complex and sensitive criminal and civil investigations for the Department of Attorney General.

Coordinates surveillance activities and investigations with other state, federal, and local law enforcement agencies; and other interested parties.

Develops and uses multiple sources of information including using technical computer resources.

Acts as a lead investigator and provides training and instruction to lower level investigators the methods and techniques of criminal investigations.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of general criminal and/or civil laws and law enforcement.

Knowledge of departmental rules, regulations, and policies governing investigative work activities.

Knowledge of criminal and/or civil justice procedures and processes.

Knowledge of the methods and techniques of criminal and/or civil law violation investigation.

Knowledge of court decisions applicable to assignment.

Ability to proficiently handle firearms.

Ability to enforce state criminal and/or civil laws.

Ability to meet MCOLES certification requirements on a continuing basis.

Ability to learn a number of laws, rules, regulations, policies, procedures, processes, methods, and techniques related to the assignment.

Ability to assist with the gathering of information under difficult circumstances.

Ability to assist with the conducting of searches of persons and/or property.

Ability to provide assistance with surveillance and/or undercover operations.

Ability to present testimony in administrative proceedings, depositions, and court and grand jury proceedings.

Ability to communicate with and gain the cooperation of others.

Ability to assist with the operation of equipment used in the work.

Ability to assist with the preparation of reports or correspondence.

Ability to perform surveillance work, using video, audio, photography equipment, and motor vehicles.

Ability to maintain composure during stressful situations.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Attorney General Investigator 12

Knowledge of the methods and techniques of criminal and/or civil investigations.

Ability to develop and use multiple sources of information and coordinate investigative work assignments.

Ability to coordinate surveillance activities and investigations with other state, federal, and local law enforcement agencies.

Ability to provide guidance and motivational support to lower level investigators in achieving objectives.

Working Conditions

Employees may be required to work any hour of the day or night and are subject to assignments involving personal risk.

Work is typically performed in all types of environments, indoors and outdoors.

The employee may be exposed to weather conditions and to work site hazards including noise, odor, medical waste, dust, dirt, dampness, noxious chemicals, fumes, and other hazardous materials if working undercover.

Employees may be required to carry weapons in the course of the work.

Considerable travel by automobile may be required.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Physical Requirements

Absence of any physical limitation which would impair efficient performance of the essential job functions of an Attorney General Investigator.

Education

Possession of an associate's degree, OR, completion of 60 semester (90 term) college credit hours.

Experience

Attorney General Investigator 9

One year of experience as a peace officer and current MCOLES certification.

Attorney General Investigator 10

One year of experience as an Attorney General Investigator, after receipt of MCOLES certification.

OR

Two years of experience as a peace officer and current MCOLES certification.

Attorney General Investigator E11

Two years of experience as an Attorney General Investigator, after receipt of MCOLES certification.

OR

Four years of experience as a peace officer and current MCOLES certification.

Attorney General Investigator 12

Three years of experience as an Attorney General Investigator, after receipt of MCOLES certification.

Alternative Education and Experience

Attorney General Investigator 9

Possession of a bachelor's degree in criminal justice, criminalistics, criminology, law enforcement, police administration, security and loss prevention, or a related field may be substituted for the experience requirements. For this alternative, employees who fail to possess MCOLES certification within the first year of employment may be subject to separation.

Special Requirements, Licenses, and Certifications

Must be a United States Citizen.

Must be at least 21 years of age at the time of hire.

Background investigation will be conducted to measure the suitability for law enforcement work.

Ability to qualify for and maintain firearm training as required by the COLES regulations and policy of the Department of the Attorney General.

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Possession of a valid Michigan motor vehicle operator's or the ability to obtain a valid Michigan driver's license.

Must possess a satisfactory driving record.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

| <u>Job Code</u> | <u>Job Code Description</u> |
|------------------------|------------------------------------|
| ATTGENINV | Attorney General Investigator |

| <u>Position Title</u> | <u>Position Code</u> | <u>Pay Schedule</u> |
|---------------------------------|-----------------------------|----------------------------|
| Attorney General Investigator-E | ATGNINVE | A02-017 |
| Attorney General Investigator-A | ATGNINVA | A02-025 |

ECP Group 1
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